

**Bradley Morrison
567 Northgate Road
Any City, USA 99999**

May15, 2009

Mr. Kenneth Porter
Hiring Manager
Any Town Traffic Control Department
456 Bathwater Street
Any Town, USA 12345

Dear Mr. Porter,

I am applying with this cover letter, for the job of traffic technician with your department, as you described the position on JobBankUSA.com.

I have worked in traffic control for the city of Mission Hills and I have had ten-plus years in management. I know there are high standards to meet for the traffic technicians you hire. I hope I can meet them and be selected for the job.

May we get together in person some afternoon next week to discuss the duties and to talk about what you envision for the traffic technicians you plan to hire?

Please call me at 123-456-7891 to schedule a meeting that fits your agenda. Thank you for considering my cover letter and application. I hope to meet you in person very soon.

Sincerely,

Bradley Morrison